

**STATE OF CALIFORNIA**  
**DEPARTMENT OF ALCOHOL AND DRUG**  
**PROGRAMS**

**NNA AND D/MC CONTRACT**

**AMENDMENT V.1**

**FY 1999-00 FISCAL DATA ENTRY DISKETTE**

**USER INSTRUCTIONS**

## INSTALLATION OF PARADOX NNA-D/MC CONTRACT DISKETTE

NOTE: If you have uninstalled PARADOX Runtime, you must reinstall it prior to installing this diskette. If you no longer have the installation diskettes for PARADOX Runtime, contact your contract analyst.

You will need at least 7 mb of free disk space to install the contract diskette.

1. Insert the NNA-D/MC contract diskette into appropriate drive.
2. Go to WINDOWS Program Manager:
  - a. Choose "FILE" from the menu across the top of the screen;
  - b. Choose "RUN" from the options available under "FILE";
  - c. Type a:\install or b:\install on the Command Line (dependent upon the drive into which the diskette was inserted) and click on "OK;"
  - d. Click on "OK" for each of the two directories to be installed on your C drive.
3. The Install program will then execute and, upon completion, display the group "NNA-D/MC Contract 98-99 V.1" on your Program Manager screen.
4. Remove the diskette from the drive and **PLEASE KEEP THIS DISKETTE IN A SAFE PLACE.**

## USE OF NNA-D/MC CONTRACT DATA ENTRY PROGRAM

### I. **GETTING STARTED:**

Once “98-99 NNA-D/MC Contract” is selected, you will be presented with a list of county names. Select your county by scrolling down the list and clicking (or highlighting) on your county code, and then clicking on “OK.” *Please be sure that you select the correct county as you will not be presented with this screen again.* If you select the wrong county, please contact your contract analyst for further instructions.

After the selection you will be presented with the main selection screen showing the county name and five choices in the Menu bar section: “Data Entry,” “Reports,” “Printer Setup,” “Backup,” “Help,” and “Exit.”

### II. **DATA ENTRY:**

This screen selection is divided into two areas:

- Enter Budget Data
- Enter New Provider

**NOTE:** Please enter the DUI Administration and Monitoring fees retained by the county separately using the Support Services service element rather than the DUI service element. This is due to the removal of line 89a, which separately accounted for these fees within the DUI service element.

#### A. **General Information and Instruction:**

##### 1. **Lookup Tables**

There are various lookup tables throughout the program to assist you in the Fiscal Data Entry, Provider Code lookup, and Add Provider screen. The lookup tables are accessed by clicking on that field to highlight and pressing CTRL and then the space bar at the same time. The lookup tables are in following areas:

**Provider Code** (Fiscal Data Entry Screen)

This diskette contains the Master Provider File (of which the CADDs provider file is a subset) maintained by the Program Operations Division. When accessed, this lookup table will show you all providers and provider numbers for the originally selected county. To find a provider located in another county, simply change the county code and click on the “Filter by County Code” button.

**Service Code** (Fiscal Data Entry Screen)

All service codes are listed along with the description of that code. You need only select the proper code and the description will list out automatically.

**Program Code** (Fiscal Data Entry Screen)

Entries for NNA fiscal data are divided into six program areas; Alcohol and Drug, Perinatal, Parolee, Mentor, CalWORKs and Drug Courts to ensure the separate accounting of Dedicated Capacity and funding for these three areas. The original budget information, although not contained on this diskette, showed a need for counties to further separate budget entries within the same provider number and service code. This is allowed for all three program areas on this diskette by use of the program code selection of “Other”. If this is chosen, you must also enter a description of the program.

Please note that entries of “Other” will be added together under the program description to which the code number corresponds in any reports. They will be maintained as separate records within the database.

New program codes have also been created to accommodate the combining of the D/MC into the NNA contract.

The Program Codes are as follows:

- 1 = NNA Alcohol/Drug
- 2 = NNA Parolee
- 3 = NNA Perinatal
- 4 = NNA Alcohol/Drug (Other)
- 5 = NNA Alcohol/Drug (Other)
- 6 = NNA Alcohol/Drug (Other)
- 7 = NNA Alcohol/Drug (Other)

- 8 = NNA Parolee (Other)
- 9 = NNA Parolee (Other)
- 10 = NNA Perinatal (Other)
- 11 = NNA Perinatal (Other)
- 12 = NNA Mentor
- 13 = NNA Mentor (Other)
- 14 = NNA/DDS CalWORKs
- 15 = NNA/DDS CalWORKs
- 16 = NNA/Drug Court Alcohol/Drug
- 17 = NNA/Drug Court Perinatal
- 18 = NNA/DCP Alcohol/Drug
- 19 = NNA/DCP Perinatal
- 20 = Youth Treatment Services
- 90 = D/MC EPSDT
- 91 = D/MC EPSDT (Perinatal)
- 92 = D/MC Minor Consent
- 93 = D/MC Minor Consent (Perinatal)
- 94 = Private Pay
- 95 = D/MC Perinatal
- 96 = D/MC Perinatal (Other)
- 97 = D/MC Alcohol/Drug
- 98 = D/MC Alcohol/Drug (Other)
- 99 = D/MC Alcohol/Drug (Other)

**Line Number** (Fiscal Data Entry Screen)

To ensure the entry of valid fund sources for service codes and program codes, a table of line numbers (or fund sources) has been created for each service code (see above) within each program type. Only those line numbers valid for your selection of service code and program code will appear in this lookup table.

**County Code** (Provider Code lookup screen and Add New Provider screen)

All counties and their county number appear in this table.

2. **Function Keys:**

Three function keys are also used:

- F3 moves the cursor backward from Total Drug (SAPT) or D/MC County Admin. to Budget Amount to Unit of Service to Provider Code;

F4 moves the cursor forward from Provider Code to Service Code to Line Number to Total Drug (SAPT) or D/MC County Administrator; and

F9 enter and exit from Edit mode.

**B. Enter Fiscal Data**

Upon selection “Enter Fiscal Data” from the main menu, the provider code field will contain the first provider and service code within the table for that county. To view entries of other providers, click on the left or right arrow buttons positioned to the right of the Provider Code field. To view other service codes for the same provider, click on the up and down arrow buttons to the right of the Service Code line.

If you cannot move out of a field, try pressing CTRL + DELETE at the same time to delete the record. Enter funding without dollar signs or commas. The program will enter them upon pressing the “ENTER” or cursor keys. Always press the INSERT keys first to add a new provider or service code.

After entering data for a provider, service code, and Line Number, you can check for certain provider level edits by clicking on the “Check It” button. If there are no errors, “PASS” will be displayed at the bottom left side of the screen. Any error messages are displayed in a box in the middle of the screen.

**1. Additional Service or Program Code – Same Provider**

If additional data for the same provider but a different service code is to be entered, highlight the service code field the press the “INSERT” key. You will be presented with a blank screen displaying a message at the bottom stating that the record is locked for changes. You may then enter the new service code and remaining information. If you do not know the service code or program code, utilize the Lookup table(s) by highlighting the necessary field and pressing CTRL and then the space bar at the same time.

**2. Additional Provider Data**

If additional data for a different provider is to be entered, highlight the provider code field and then press the “INSERT” key. Again, you will be presented with a blank screen displaying the “record locked” message. You may

then enter the provider code and the remaining information. If you do not know the provider code, use the lookup table (CTRL + space bar) to locate the provider (in any county) for which you wish to enter data.

### 3. Deletion/Correction

Once the service code and units are entered for a provider you cannot go back and change the service code within deleting the record first, starting with all funding. Once funds have been entered for a specific Line Number, you may not change the Line Number without deleting the funding first.

To delete a Line Number record, move to the Line Number field and hold down the CTRL key and then press the DELETE key at the same time.

To delete a Service Unit record, delete all Line Number records first then move to either Service Code or Program Code and hold down the CTRL key and then press the DELETE key at the same time.

To delete a Provider record, delete all Line Number and Service Codes first, then move to the Provider Code field and press CTRL and delete keys at the same time.

To simply correct an error in a field, use the backspace or delete key. You may change the dollar amounts and the service unit via this method.

To move funds from one provider to another, you must delete the entire record for the incorrect provider and reenter the information for the correct provider.

### C. **Add New Provider**

To add a new provider that is not in the Master Provider file, use the “Enter New Provider” selection. You may not change information on an existing provider. Should you attempt to enter an existing provider as a new provider, all information from the Master Provider File will be presented on the screen. Should you attempt to edit or delete an existing provider you will receive a message that existing information cannot be changed. You will also receive a message to call the Department for a new provider number; however, you will be allowed to add the provider and edit

information entered about the new provider. Please use a temporary number starting with letter “T” followed by your 2 digit county code and a 4 digit provider number. Please follow the Department protocol for establishing new providers.

Providers are listed by the County in which the facility is physically located and not within the county with which the provider may have a contract. You do not need to add a provider to your county’s data if it exists in another county. To locate a provider in another county, highlight (by clicking) the county code field in the Provider Look-up screen in the lower right under the “Filter by County” button, enter the appropriate county code, and click on the “Filter by County” button. You can then scroll through the providers in that county with the left and right pointing arrows until you locate the provider. If you do not know the county code, CTRL + space bar will provide you with the county code lookup table. Locate the county in the listing, and press the ENTER key or click on “OK” to place the county code in the field. Then click on the “Filter by County” button to receive the listing of providers for that county.

### III. **REPORTS:**

This selection allows you to print the Fiscal Detail pages by modality, the Summary Budget, Gross Dedicated Capacity for NNA, a printout of the county’s allocation, and the Error Message Report.

#### A. **Fiscal Detail Report by Modality**

The Fiscal Detail selection provides you with a screen listing of the modalities to be printed. The screen default is for all reports to be printed. If a modality report is not to be requested, click on that field to remove the check mark. You may also request to simply view the report on the screen. To page through multiple entries, use the page selection in the menu bar. If you do not request the report to be printed, the program will return to the main selection screen. To exit, click on the “minus” sign in the upper left corner of the screen.

**B. Fiscal Detail Report by Modality**  
(sorted by Provider Number, Program Code and Service Code)

This report will also provide you with a screen listing of the modalities to be printed. However, the budget pages are sorted by Provider Number, Program Code, and Service Code. This report is specifically organized to consolidate providers' Group Session and Individual Session Budgets for Outpatient Services (Non residential Modality), in a more readable manner.

**C. Prevention/Treatment Summary Report**

The Prevention/Treatment Summary Report selection allows you to print the fiscal summary reports for NNA, D/MC, Private Pay and the County overall total.

**D. Gross Dedicated Capacity Report for NNA**

This report will sum all funds and units of service by modality. If your county provides Daycare Habilitative services within the Nonresidential modality, the report will show the Outpatient Drug Free hours separately from the Daycare Habilitative days.

**E. Net Dedicated Capacity Report for NNA**

This report will sum all funds and units of service by modality that is funded with ADP funds. This includes County required matching funds and Statham funds when used for match.

**F. County Allocation Report**

The County Allocation Report is a listing of the allocated amounts for that county by fund source and line number. In those cases where more than one fund source is combined for a line number (e.g., for line number 56, Special Projects and Media Campaign funds are combined), you will see the total of the sources and not the individual amounts.

**G. Error Message Report**

After all budget information has been entered, you must run this report. The Error Message Report lists out the edits which the data entry has failed. These edits check various rules such as the budgeted amount not exceeding the allocation, the 20% Prevention Set-Aside, etc.

H. **Summary of Drug/Medi-Cal Services for Federal and State General Funds Report**

The Summary of Drug/Medi-Cal Services selection allows you to print the total amounts budgeted with the FFP and SGF funds.

I. **Drug/Medi-Cal Summary by Program Code Report**

This report will sum all D/MC funds by the service element.

IV. **Printer Set-Up:**

This selection presents you with the printers available. Printer set-ups may be modified in WINDOWS. Please refer to your WINDOWS user guide for further assistance. If possible, a Laser printer is preferred. The reports are formatted for Laser printers and produce better results.

V. **Backup:**

This selection will copy the added files to the hard drive for daily security or to the diskette (not the installation diskette transmitted with this package) which is to be returned to the Department.

VI. **Help:**

This document also resides within the Help section and works the same from anywhere it is accessed within the program. You are presented with a main selection screen showing basic help instructions and specific selections for how to enter budget data and how to add a new provider.

VII. **Exit:**

This selection will exit the NNA-D/MC Contract program and return you to WINDOWS Program Manager. Do not turn off the computer without existing the program as your work could be damaged.

**NOTE:** After downloading your revised data onto a diskette, please be sure to use the spare label enclosed. Using this label and addressing your mailing label as ATTENTION: Contracts Management Branch will assure proper delivery to the correct unit.